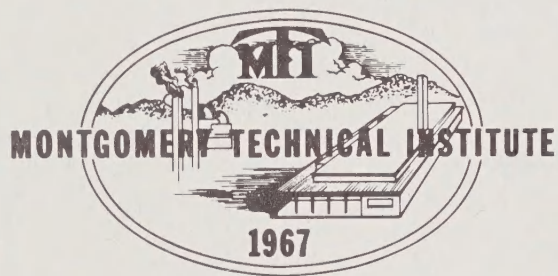


MONTGOMERY
TECHNICAL INSTITUTE
TROY, NORTH CAROLINA

CATALOG
1969 - 1971

MONTGOMERY TECHNICAL INSTITUTE



GENERAL CATALOG

1969-1970

441 Page Street
P. O. Drawer 487
Troy, North Carolina 27371
Telephone 919-552-1311

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VOLUME I

FEBRUARY 1969

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NOTE

The Montgomery Technical Institute issues this catalog for the purpose of furnishing prospective students and other interested persons with information about the institution and its programs. Announcements contained herein are subject to change without notice and may not be regarded in the nature of binding obligations on the Institute or the State. Efforts will be made to keep changes to a minimum, but changes in policy by the State Board of Education, the Department of Community Colleges, or by local conditions may make some alterations in curriculums or fees necessary.

VISITORS

Visitors, and in particular prospective students, are always welcome at Montgomery Technical Institute. The student personnel office will provide guide service for groups or individuals on week days between 8:00 a.m. and 5:00 p.m. The school is open until 10:00 p.m. and individuals may visit at their convenience.

STATEMENT OF POLICY

The contact hours shown in the catalog are minimal. It is a policy of this institution to permit students to enroll in additional subjects and laboratory work beyond those shown in the catalog.

When in any quarter the total weekly contact hours listed are fewer than twenty-five hours in a technical curriculum and fewer than thirty hours in a vocational trade curriculum, a student may enroll on request for additional instructional hours deemed by the institution to be consistent with the program and appropriate to the student to make up thirty hours per week in a vocational trade curriculum.



Montgomery Technical Institute

P.O. Drawer 487, Troy, North Carolina

President David H. Bland

Chairman Board of Trustees Jesse S. Capel

A MESSAGE FROM THE PRESIDENT:

The motto of Montgomery Technical Institute is "Dedicated to the community we serve." Embodied in this motto is our realization of the supreme worth of the individual. Philosophically, this means that through the educational process, every individual must have the opportunity to develop to his maximum potential. Practically, for the staff and faculty of MTI, this means providing low cost, quality education under an "open door" policy which denies no one.

Foremost among the educational objectives of Montgomery Technical Institute is the express intent to prepare its students for life-long success. Our approach to this results in a continual upgrading of technical and vocational curricula so that they realistically prepare the student for successful transition into our present industrial economy.

In the selection of our faculty and staff, we attempt to combine the best in academic, industrial and professional experience. Our facilities house equipment designed to prepare the student for an era which is characterized by rapid change and highly advanced technology.

Montgomery Technical Institute is here to serve you, and in that spirit you are cordially invited to visit with us and discuss the possibility of a technical or vocational education designed to meet your specific needs.

Cordially,

A handwritten signature in dark ink, appearing to read 'David H. Bland', written in a cursive style.

David H. Bland,
President

SCHOOL CALENDAR

1969-1970

1970-1971

FALL QUARTER

September 9	Registration	September 8
September 10	Classes Begin	September 9
November 25	Classes End	November 24

WINTER QUARTER

December 1	Registration	November 30
December 2	Classes Begin	December 1
December 22-	Christmas Holidays	December 21-
January 2		January 1
March 2	Classes End	March 1

SPRING QUARTER

March 9	Registration	March 8
March 10	Classes Begin	March 9
March 27-30	Easter Holidays	April 9-12
May 27	Classes End	May 26

SUMMER QUARTER

June 1	Registration	May 31
June 2	Classes Begin	June 1
July 3	Holiday	July 5
August 18	Classes End	August 17

STATE ADMINISTRATION

I. E. READY.....*Director, Department of Community Colleges*

LOCAL BOARD OF TRUSTEES

JESSE S. CAPEL, *Chairman*.....Troy, North Carolina
- EDDIE B. COLEMAN.....Troy, North Carolina
JOHN T. KERN.....Star, North Carolina
ROBERT LILES, JR.....Candor, North Carolina
J. C. McRAE.....Mt. Gilead, North Carolina
HUBERT W. MOSS.....Biscoe, North Carolina
HAROLD SCOTT.....Troy, North Carolina
FRED TAYLOR.....Troy, North Carolina

LOCAL ADMINISTRATION

DAVID H. BLAND.....*President*
J. RONALD KINCAID.....*Administrative Assistant*
DECATUR JONES, JR.....*Director, Occupational Education*
THOMAS E. MERCER.....*Director, Student Personnel*
RUPERT H. MARSH.....*Director, Continuing Education*
ALLEEN W. RODGERS.....*Area Consultant, Hospitality Education*
VIRGINIA W. JONES.....*Bookkeeper*

FACULTY

SHIRLEY B. JENKINS.....*Director, Practical Nurse Education*
CHARLES J. KENDALL.....*Business Administration*
ROBERT E. ROBERTS, JR.....*Industrial Maintenance*
JANE SMITH.....*Practical Nurse Education*
BRUCE T. TURNER.....*Learning Center*
ELLEN B. TURNER.....*Secretarial Science*
E. C. WARNER.....*Electrical Installation and Maintenance*

OFFICE STAFF

SHIRLEY LOWERY.....*Receptionist & Secretary*
JANE R. HANCOCK.....*Secretary*
PATRICIA MASHBURN.....*Secretary*
CHANCEY P. ROBERTS.....*Secretary*

GENERAL INFORMATION

HISTORY

The Montgomery Technical Institute was established in 1967. It is one of fifty such institutes operated by the North Carolina State Board of Education under the direction of the Department of Community Colleges in Raleigh, and is administered by a local Board of Trustees. Authority for the establishment and operation of these institutions is found in chapter 115A of the General Statutes of North Carolina and the amendments thereto.

PURPOSE

The purpose of the institute is to provide specialized occupational education to help fill the manpower needs in today's modern industries and to provide for the fullest possible development of the potential of each student so that he may attain effective citizenship in his society.

AREAS OF STUDY

Associate in Applied Science Degree Programs:

- Business Administration
- Secretarial Science—Executive
- Secretarial Science—Medical

Diploma Programs:

- Electrical Installation and Maintenance
- Industrial Maintenance
- Practical Nurse Education

QUARTER SYSTEM

The academic year is divided into four quarters of eleven weeks or 55 school days. Credits earned are in quarter hours. See course outline section for number of credits required for graduation in each program.

LEARNING CENTER

The Learning Center is composed of the Library and the Programmed Materials Laboratory. The Learning Center operates from 8:00 a.m. to 10:00 p.m. Mondays through Thursdays and from 8:00 a.m. to 5:00 p.m. on Fridays. It is open to the general public.

ENTRANCE REQUIREMENTS

All correspondence concerning enrollment should be addressed to the Director of Admissions.

ADMISSION OF NEW STUDENTS

This Institute follows the "Open Door" policy established by the State Board of Education to offer occupational and adult education to all persons able to profit from instruction and who are 18 years old or older, or whose high school class has graduated.

Placement of students in the various programs is selective with special emphasis on the idea that through effective guidance a student can find his place in the proper educational program and has a reasonable chance for success in his chosen field.

See the course outline section to obtain information for the admission requirements of a specific curriculum.

ADMISSION REQUIREMENTS

1. Application—Each applicant must submit a completed Montgomery Technical Institute Student Application Form to the Institute's Student Personnel Office. This form may be obtained from the Institute or from your high school counselor.
2. Previous Education—Each applicant shall request his or her high school to submit a transcript showing graduation. Those who are high school seniors should have their school submit a transcript showing work through the first semester of the senior year as soon as possible after the semester has ended, and a supplementary transcript showing graduation at the close of school.

Applicants who have the high school equivalency certificate should submit a copy of the certificate, but should also ask their high school to send transcripts of all work done at the school.

Transcripts of previous education in colleges, technical institutes, etc., should also be submitted to the school. All transcripts must come directly from the school to the Technical Institute and not from the applicants themselves.

3. Testing—Each student must take placement tests to help determine which courses are appropriate to his educational potential. This testing is done by the Institute's Guidance Office and each applicant will be notified by the Guidance Office as to the time and place of testing.
4. Health—A person must be in an acceptable condition of physical and mental health to be admitted. A medical examination may be required.
5. Personal Interview—The personal interview is beneficial to both the applicant and to school officials in that it affords an opportunity to "get acquainted." The applicant has an opportunity to ask questions about the school and its programs while school officials make an effort to evaluate the applicant's interest in, and capability to pursue the program of study applied for.
6. Deposit—Each officially admitted student to a course of study must make a \$10.00 tuition deposit at the time indicated by the Institute. This deposit is non-refundable except in cases where the school is unable

to admit the person or unable to offer the course applied for. The deposit is applied to the first quarter's tuition charge upon registration.

The Institute reserves the right to refuse admission to a student if it appears that such action is in the best interest of the Institution and/or the student.

OUT-OF-STATE STUDENTS

Out-of-state students are admitted under the same regulations as others. Tuition and fees are established by the State Board of Education at the present rate of two and one-half times the amount charged North Carolina residents.

TRANSFER STUDENTS

Credits earned at other educational institutions with a grade of "C" or better are accepted in transfer insofar as they apply to a particular course of study. Official transcripts of all previous education must be submitted by transfer applicants.

FORMER STUDENTS

All former students who left the school in good standing are encouraged to enroll for additional study at the Institute.

REGISTRATION

Students who have been admitted, and who have paid their admission deposit will register on the dates set by the school for this purpose.

HOUSING

The Institute does not have housing facilities, but students have no difficulty in locating satisfactory housing quarters. Some places provide room and board at moderate rates. School officials will assist students in finding housing but cannot assume responsibility beyond this. Students and landlords should have a complete understanding with regard to rental conditions, so that there will be no misunderstanding concerning such details.

EXPENSES

The only costs in addition to tuition, accident insurance, and the student activity fee are textbook and supplies which will vary in price with the course pursued. Prices for textbooks range from \$20.00 to \$50.00 per quarter depending on the curriculum the student follows.

Currently, tuition for full-time North Carolina resident students in technical or vocational programs is \$32.00 per quarter. Students taking less than 13 quarter hours credit will pay \$2.50 per quarter hour credit. Non-residents of North Carolina will pay tuition equal to two and one-half times the above rate, or \$80.00 per quarter for full-time students. Non-resident students taking less than 13 quarter hours credit will pay \$6.25 per quarter hour credit.

A non-resident is any student whose legal residence is outside of North Carolina, or, in the case of students under 21 years of age, whose parents or guardians live outside the state of North Carolina.

All students are required to purchase accident insurance; this insurance presently costs \$2.50 per year.

PAYMENTS

All tuition charges shall be paid in full on registration day; however, in hardship cases, monthly payments may be permitted when approved by the President or the Director of Student Personnel.

No student will be permitted to graduate, nor will a transcript be issued until all financial obligations to the Institute are satisfied.

ACTIVITY FEE

Each full-time student shall pay a \$5.00 per quarter activity fee which will be used to support the Student Activities Program. Payment of the activity fee is optional for part-time students.

REFUNDS

Refunds of two-thirds the quarter's tuition may be made in cases where a student is compelled by unavoidable reasons to withdraw during the first ten calendar days of any quarter. No refunds are made after the ten-day period except in cases where the student is a veteran or war orphan. Veterans or war orphans receiving benefits under U. S. Code, Title 38, Chapters 33 and 35 will be refunded the pro rata portion of the tuition fee not used up at the time of withdrawal.

FINANCIAL AID

Limited financial aid is available through gifts or loan funds provided by individuals or civic groups. Also, some aid is available through state and federal programs. Inquiries concerning financial aid should be addressed to the Director of Student Personnel.

VOCATIONAL REHABILITATION

Vocational Rehabilitation is a program operated through the Division of Vocational Rehabilitation in cooperation with the North Carolina Department of Public Instruction and the Federal Office of the Vocational Rehabilitation Administration. The Division is financed by State and Federal funds. Vocational Rehabilitation offers such services as are necessary to enable a physical or mentally employment-handicapped person to become self-supporting. Financial assistance is available for training at the Montgomery Technical Institute for eligible handicapped persons.

If a prospective student has a physical disability or is limited in his activity because of a disability he should contact the Division of Vocational Rehabilitation office nearest him. The Division Office for this area of North Carolina is located at P. O. Box 4302, Charlotte, North Carolina.

VETERANS

All programs being offered by the Institute at this time are approved for training under the so-called "Cold War G.I. Bill". Veterans desiring to train under the benefits of this bill must first establish their eligibility with the Veterans Administration. In general, Veterans who served in the Armed Forces since January 31, 1955, and who were discharged under conditions other than dishonorable, qualify for training under the bill. The amount of training permitted is determined by the number of months of service. Certain servicemen on active duty are also eligible for schooling under this bill. Interested servicemen should contact their Education Officer.

Veterans are admitted under the same admission requirements as other students. They pay tuition and attend school under the same regulations as others. The Institute maintains a written record of the previous education and training of veterans and clearly indicates that appropriate credit has been given by the Institute for previous education and training, with the training period shortened proportionately and the Veterans Administration so notified. The only difference between Veterans and other students is that they are paid monthly by the Veterans Administration, an amount determined by the hours attended and the number of dependents he has.

To be classified as a full-time student, a Veteran must attend 25 hours per week in a technical course and 30 hours per week in a trade program.

Full details on Veterans training programs may be obtained from any Veterans Service Office.

GRADING SYSTEM

A letter grade is used to indicate the quality of a student's work in a course. Grade points are assigned for each letter so that a grade-point average can be calculated. The grading system is as follows:

GRADE		EXPLANATION	GRADE POINTS PER CREDIT
A	(94-100)	Excellent	4
B	(86- 93)	Above Average	3
C	(78- 85)	Average	2
D	(70- 77)	Passing	1
E	(Below 70)	Failure	0
I		Incomplete	
WP		Withdrew Passing	
WF		Withdrew Failing	

Incomplete will be given only when circumstances justify additional time to complete the course. An incomplete must be removed within the quarter following the quarter it was received; grades not made up within the quarter will be recorded as an "E".

Report cards are mailed to the student's home shortly after the close of each quarter.

CONDUCT

Students will have but one conduct rule—to conduct themselves as ladies and gentlemen. Area or classroom rules will be designated by instructors or supervisors.

ATTENDANCE

Regular attendance is imperative if a student is to get full benefit of a course of study, therefore absences must be kept to a minimum. A student may be absent from a class one time for each quarter credit hour of the course for emergency reasons. He will be responsible, however, for making up any class assignment missed due to absence. A student who accumulates

more class absences than quarter hours credit for a course will be automatically dropped and must present a written request to the Student Personnel Office for consideration of reinstatement.

A student who has been absent excessively will be subject to failure and/or dismissal from school without credit.

No unexcused absences of any kind will be permitted during scheduled tests and final exams.

PROBATION AND SUSPENSION

The probation and suspension policy is designed to give the student every possible opportunity to be successful in his or her training program.

Sub-minimum work in any quarter will result in probationary attendance in the next quarter—sub-minimum work in two consecutive quarters will be cause for suspension.

Any student whose conduct becomes unsatisfactory will be placed on probation—any misconduct after a person is placed on probation will result in prompt suspension.

Absences of five or more consecutive days without notification to the Student Personnel Office will result in the student being dropped from the class roll. The student may be readmitted only through the Student Personnel Office.

WITHDRAWAL

Should it become necessary for a student to withdraw from school during the school year, a request to do so must be made to the Student Personnel Office. Written permission will be issued from the Personnel Office and will protect the student's scholastic records and his right to re-enroll and transfer credits.

DRAFT DEFERMENT

Draft deferment forms are mailed to any student's Selective Service Board upon request after he registers for the first quarter. The school is under obligation to notify the board should the student's attendance or quality of work become unsatisfactory.

PLACEMENT SERVICES

Every effort is made by school officials to help students find employment, and to secure employees from graduates of the Institute for interested employers. This is not to imply that the school guarantees employment to any student or employees to any employer. There shall be no charge to industry nor to students for this placement service.

TECHNICAL DIVISION

The Associate in Applied Science degree is awarded to students who complete a technical program. To be eligible for the degree, a student must maintain satisfactory grades in all laboratory and class subjects. Certificates are given to those who pass less than the whole course of study.

COURSES OF STUDY

BUSINESS ADMINISTRATION

SECRETARIAL—EXECUTIVE

SECRETARIAL—MEDICAL

ADMISSION REQUIREMENTS

1. Must be at least eighteen years of age, or his high school class must have graduated.
2. Must be a high school graduate or equivalent.
3. Sufficient high school courses to make success in the program likely.
4. Must demonstrate aptitudes for technician training as determined by standard tests.
5. Must be in acceptable condition of physical and mental health. Medical examination may be required at the discretion of the administration.
6. A personal interview is required.

ADMISSION PROCEDURE

1. Submit completed application.
2. Have transcripts of all previous education mailed to the Institute.
3. Have doctor mail physical examination form to the Institute if one is required.
4. Come to the Institute for a personal interview and testing when asked to do so.



BUSINESS ADMINISTRATION

In North Carolina the opportunities in business are increasing. With the increasing population and industrial development in this State, business has become more competitive and automated. Better opportunities in business will be filled by students with specialized education beyond the high school level. The Business Administration Curriculum is designed to prepare the student for employment in one of many occupations common to business. Training is aimed at preparing the student in many phases of administrative work that might be encountered in the average business.

The specific objectives of the Business Administration Curriculum are to develop the following competencies:

1. Understanding of the principles of organization and management in business operations.
2. Understanding our economy through study and analysis of the role of production and marketing.
3. Knowledge in specific elements of accounting, finance, and business law.
4. Understanding and skill in effective communication for business.
5. Knowledge of human relations as they apply to successful business operations in a rapidly expanding economy.

The graduate of the Business Administration Curriculum may enter a variety of career opportunities from beginning sales person or office clerk to manager trainee. The duties and responsibilities of this graduate vary in different firms. These encompassments might include: making up and filing reports, tabulating and posting data in various books, sending out bills, checking calculations, adjusting complaints, operating various office machines, and assisting managers in supervision. Positions are available in businesses such as advertising, banking, credit, finance, retailing, wholesale, hotel, tourist and travel industry, insurance, transportation and communications.

BUSINESS ADMINISTRATION

Suggested Curriculum By Quarters

			Hours Per Week Class	Lab.	Quarter Hours Credit
FIRST QUARTER					
T-ENG	101	Grammar	3	0	3
T-BUS	102	Typewriting (Or Elective)	2	3	3
T-MAT	110	Business Mathematics	5	0	5
T-BUS	101	Introduction to Business	5	0	5
T-ECO	102	Economics ✓	3	0	3
			<hr/> 18	<hr/> 3	<hr/> 19
SECOND QUARTER					
T-ENG	102	Composition	3	0	3
T-BUS	120	Accounting	5	2	6
T-ECO	104	Economics ✓	3	0	3
T-BUS	115	Business Law	3	0	3
T-BUS	123	Business Finance ✓	3	0	3
			<hr/> 17	<hr/> 2	<hr/> 18
THIRD QUARTER					
T-ENG	103	Report Writing	3	0	3
T-BUS	124	Business Finance ✓	3	0	3
T-BUS	110	Office Machines	2	2	3
T-BUS	121	Accounting	5	2	6
T-BUS	116	Business Law ✓	3	0	3
			<hr/> 16	<hr/> 4	<hr/> 18
FOURTH QUARTER					
T-ENG	204	Oral Communication	3	0	3
T-BUS	232	Sales Development ✓	3	0	3
T-EDP	104	Introduction to Data Processing Systems	3	2	4
T-BUS	239	Marketing ✓	5	0	5
.....		Elective	3	0	3
			<hr/> 17	<hr/> 2	<hr/> 18
FIFTH QUARTER					
T-ENG	206	Business Communication	3	0	3
.....		Social Science Elective	3	0	3
T-BUS	243	Advertising ✓	3	2	4
T-BUS	235	Business Management ✓	3	0	3
.....		Elective	3	0	3
			<hr/> 15	<hr/> 2	<hr/> 16
SIXTH QUARTER					
.....		Social Science Elective	3	0	3
T-BUS	229	Taxes ✓	3	2	4
T-BUS	272	Principles of Supervision ✓	3	0	3
T-BUS	271	Office Management	3	0	3
.....		Elective	6	0	6
			<hr/> 18	<hr/> 2	<hr/> 19
Total Quarter Hours in Courses					96
Electives (Min.)					12
					<hr/> 108



SECRETARIAL SCIENCE

The demand for better qualified secretaries to work with professional persons continues to increase. These curricula are designed to produce individuals who will be well-versed in the accepted procedures they will encounter on the job.

The graduate of the Executive Secretary program can expect employment as a stenographer or secretary in organizations such as insurance companies, banks, industrial plants, and state government.

The Medical Secretary student will be given vocabulary, typing and dictation courses appropriate to her (or his) specialty. Employment opportunities include medical offices, hospitals, governmental health departments, and medical supply companies.

The students in the Secretarial curriculum, Executive or Medical, will receive instruction in typing, beginning with an introduction to the touch typewriting system.

Instruction emphasizes the development of speed and accuracy, production typing problems, and development of individual production rates. The students learn the techniques needed in planning typing projects that closely approximate the work appropriate to their major field of study.

Each student must take courses in dictation beginning with a course in the theory and practice of reading and writing shorthand. Students who demonstrate proficiency are exempted from the first course. Office-style dictation with the emphasis on development of speed and accuracy in transcription of material appropriate to the major course of study is the culmination of this phase of the curriculum.

The students also receive instruction in accounting, business law, personality development, terminology and vocabulary. In addition students take related courses in the fields of mathematics, psychology and English.

SECRETARIAL — EXECUTIVE

Suggested Curriculum By Quarters

			Hours Class	Per Week Lab.	Quarter Hours Credit
FIRST QUARTER					
T-ENG	101	Grammar	3	0	3
T-BUS	102	Typewriting (Or Elective)	2	3	3
T-MAT	110	Business Mathematics	5	0	5
T-BUS	101	Introduction to Business	5	0	5
T-BUS	106	Shorthand (Or Elective)	3	2	4
			<hr/> 18	<hr/> 5	<hr/> 20
SECOND QUARTER					
T-ENG	102	Composition	3	0	3
T-BUS	103	Typewriting (Or Elective)	2	3	3
T-BUS	107	Shorthand	3	2	4
T-BUS	120	Accounting	5	2	6
T-BUS	115	Business Law	3	0	3
			<hr/> 16	<hr/> 7	<hr/> 19
THIRD QUARTER					
T-ENG	103	Report Writing	3	0	3
T-BUS	104	Typewriting	2	3	3
T-BUS	108	Shorthand	3	2	4
T-BUS	110	Office Machines	2	2	3
T-BUS	112	Filing	3	0	3
			<hr/> 13	<hr/> 7	<hr/> 16
FOURTH QUARTER					
T-ENG	204	Oral Communication	3	0	3
T-BUS	206E	Dictation and Transcription (Executive)	3	2	4
T-BUS	205	Advanced Typewriting	2	3	3
T-BUS	211	Office Machines	2	2	3
T-EDP	104	Introduction to Data Processing Systems	3	2	4
			<hr/> 13	<hr/> 9	<hr/> 17
FIFTH QUARTER					
T-ENG	206	Business Communication	3	0	3
T-BUS	207E	Dictation and Transcription (Executive)	3	2	4
T-BUS	214	Secretarial Procedures	3	2	4
.....		Social Science Elective	3	0	3
.....		Elective	6	0	6
			<hr/> 18	<hr/> 4	<hr/> 20
SIXTH QUARTER					
.....		Social Science Elective	3	0	3
T-BUS	208E	Dictation and Transcription (Executive)	3	2	4
T-BUS	271	Office Management	3	0	3
.....		Elective	6	0	6
			<hr/> 15	<hr/> 2	<hr/> 16

SECRETARIAL — MEDICAL

Suggested Curriculum By Quarters

			Hours Per Week	Quarter
			Class	Hours
			Lab.	Credit
FIRST QUARTER				
T-ENG	101	Grammar	3	3
T-BUS	102	Typewriting (Or Elective)	2	3
T-MAT	110	Business Mathematics	5	5
T-BUS	101	Introduction to Business	5	5
T-BUS	106	Shorthand (Or Elective)	3	4
			<hr/>	<hr/>
			18	20
SECOND QUARTER				
T-ENG	102	Composition	3	3
T-BUS	103	Typewriting (Or Elective)	2	3
T-BUS	107	Shorthand	3	4
T-BUS	120	Accounting	5	6
T-BUS	115	Business Law	3	3
			<hr/>	<hr/>
			16	19
THIRD QUARTER				
T-ENG	103	Report Writing	3	3
T-BUS	104	Typewriting	2	3
T-BUS	108	Shorthand	3	4
T-BUS	110	Office Machines	2	3
T-BUS	112	Filing	3	3
T-BUS	183M	Terminology and Vocabulary (Medical)	3	3
			<hr/>	<hr/>
			16	19
FOURTH QUARTER				
T-ENG	204	Oral Communication	3	3
T-BUS	206M	Dictation and Transcription (Medical)	3	4
T-BUS	205	Advanced Typewriting	2	3
T-BUS	211	Office Machines	2	3
T-EDP	104	Introduction to Data Processing Systems	3	4
T-BUS	284M	Terminology and Vocabulary	3	3
			<hr/>	<hr/>
			16	20
FIFTH QUARTER				
T-ENG	206	Business Communication	3	3
T-BUS	207M	Dictation and Transcription (Medical)	3	4
T-BUS	214	Secretarial Procedures	3	4
.....		Social Science Elective	3	3
.....		Elective	3	3
			<hr/>	<hr/>
			15	17
SIXTH QUARTER				
.....		Social Science Elective	3	3
T-BUS	208M	Dictation and Transcription (Medical)	3	4
T-BUS	271	Office Management	3	3
.....		Elective	3	3
			<hr/>	<hr/>
			12	13

TRADE DIVISION

In North Carolina as well as throughout the nation, the demand for skilled tradesmen is at an all-time high. Graduates of the trade programs sometimes have as many as four or five offers of employment upon graduation.

Students in the skilled trade programs are trained in shops similar to those of private industries. The shops contain testing and measuring instruments, tools, and equipment of the same size and types as found in private firms. The facilities make possible practical instruction which is essential to the preparation of skilled workers needed by today's modern industries. Students in these trade programs spend twenty-five to thirty hours per week in school; this time is divided between classroom studies and practice shopwork.

Skilled craftsmanship in the occupation, educational background and leadership ability are the bases for instructor selection in these trade courses.

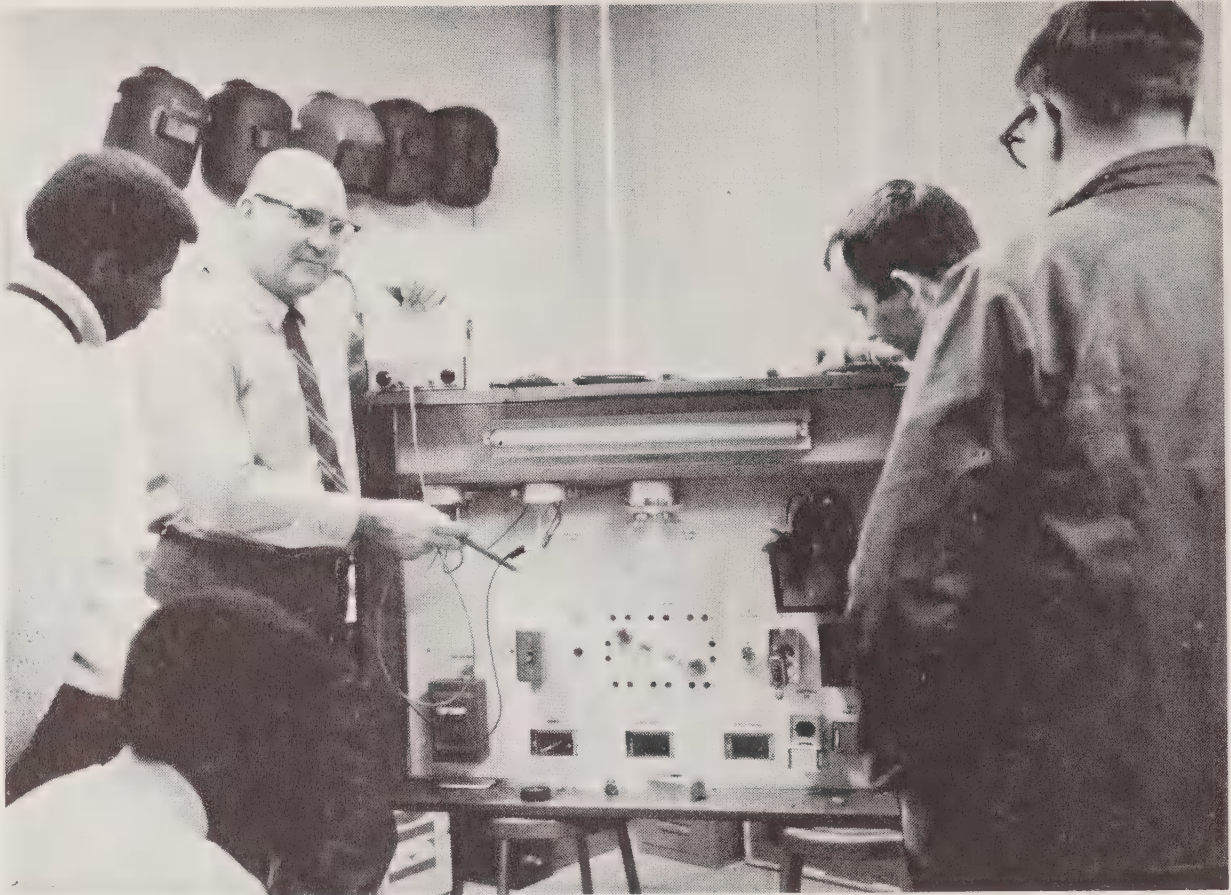
A diploma is awarded to those students who satisfactorily complete the one-year (12 months) trade program. To be eligible for the diploma, a satisfactory passing grade must be maintained in all shop work and related class subjects. Certificates are issued to those who pass less than the whole course of study.

ADMISSION REQUIREMENTS

1. Must be at least 18 years of age, or his high school class must have graduated.
2. Should be a high school graduate but must have completed at least eight (8) units of high school work—exceptions may be made for more mature adults who have been out of school for some time. An applicant to the Practical Nurse Education program must be a high school graduate or the equivalent.
3. Must demonstrate aptitude for trade-vocational training as determined by standard tests. These tests will aid in student selection, placement, and guidance. Guidance and counseling will be available to the student throughout his education.
4. Must have sufficient mathematics to make success in the course of study likely.
5. Must be in acceptable condition of physical and mental health. Medical examination is required in some courses and may be required in others at the discretion of the Administration.
6. A personal interview is required.

ADMISSION PROCEDURE

1. Submit completed application.
2. Have transcripts of all previous education mailed to the Institute.
3. Have doctor mail physical examination form to the Institute if one is required.
4. Come to the school for personal interview and testing when asked to do so.



ELECTRICAL INSTALLATION AND MAINTENANCE

The rapid expansion of the national economy and the increasing development of new electrical products is providing a growing need for qualified people to install and maintain electrical equipment. By mid-1960 more than 350,000 were employed as either construction electricians or maintenance electricians. It is expected that the total requirements for electrical tradesmen will reach 700,000 by 1970. The majority of the electrical tradesmen today are trained through apprenticeship or on-the-job training programs.

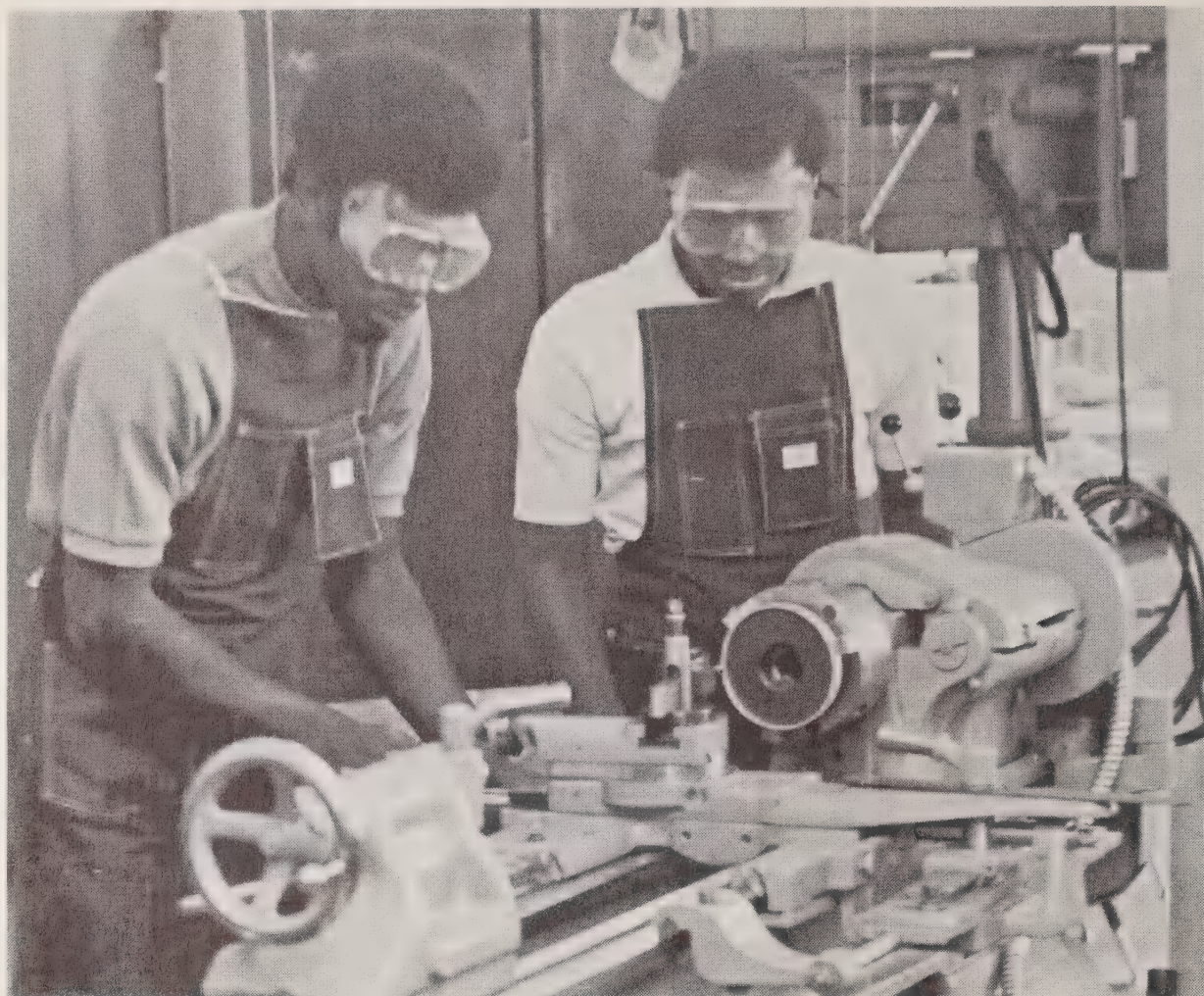
This curriculum guide will provide a training program in the basic knowledge, fundamentals, and practices involved in the electrical trades. A large portion of the program is devoted to laboratory and instruction which is designed to give the student practical knowledge and application experience in the fundamentals taught in class.

The graduate of the electrical trades program will be qualified to enter an electrical trade as an on-the-job trainee or apprentice, where he will assist in the planning, layout, installation, check out, and maintenance of systems in residential, commercial, or industrial plants. He will have an understanding of the fundamentals of the National Electrical Code regulations as related to wiring installations, electrical circuits, and the measurements of voltage, current, power, and power factor of single and polyphase alternating circuits. He will have a basic knowledge of motor and motor control systems; industrial electronic control systems; business procedures, organization, and practices; communicative skills; and the necessary background to be able to advance through experience and additional training through upgrading courses offered in the center.

ELECTRICAL INSTALLATION AND MAINTENANCE

Suggested Curriculum By Quarters

			Hours Per Week	Quarter	
			Class	Hours Credit	
			Lab.		
FIRST QUARTER					
ELC	1112	Direct and Alternating Currents	5	12	9
ENG	1101	Reading Improvement	2	0	2
MAT	1101	Fundamentals of Mathematics	5	0	5
PHY	1101	Applied Science	3	2	4
			—	—	—
			15	14	20
SECOND QUARTER					
ELC	1113	Alternating Current and Direct Current Machines and Controls	5	12	9
ENG	1102	Communication Skills	3	0	3
DFT	1110	Blueprint Reading and Building Trades	0	3	1
MAT	1115	Electrical Mathematics	5	0	5
PHY	1102	Applied Science	3	2	4
			—	—	—
			16	17	22
THIRD QUARTER					
ELC	1124	Residential Wiring	5	9	8
ELN	1118	Industrial Electronics	3	6	5
DFT	1113	Blueprint Reading and Electrical	0	3	1
PSY	1101	Human Relations	3	0	3
			—	—	—
			11	18	17
FOURTH QUARTER					
ELC	1125	Commercial and Industrial Wiring	5	12	9
ELN	1119	Industrial Electronics	3	6	5
BUS	1103	Small Business Operations	3	0	3
			—	—	—
			11	18	17



INDUSTRIAL MAINTENANCE

North Carolina, in its tremendous industrial growth, has the need for highly skilled personnel to maintain machines that are controlled by electrical and fluid power devices. This curriculum is designed to prepare students to repair and maintain machinery, electrical wiring and fixtures, and hydraulics and pneumatic devices found in industrial establishments. He uses blueprints and sketches, manuals and codes, and works with handtools made for electricians and machinists. He diagnoses causes of malfunctions in industrial machines. He sets up and operates machine tools such as the lathe, milling machine, and drill press to repair or make machine parts. He installs machine parts, starts machines, observes operation, and inspects the machine with test instruments.

An electromechanical serviceman may be required to install, maintain and service electrical and mechanical equipment. He should be able to follow directions from blueprints and sketches, use handtools, and metalworking machines, and check the work with measuring and testing instruments. He operates metalworking machines, such as the lathe, milling machine and drill press to make repairs. He uses the micrometer and calipers to verify dimensions. He assembles wires, insulation, and electrical components using handtools and soldering equipment. He tests electrical circuits and components to locate shorts, faulty connections, and defective parts, using tests meters. He also inspects and tests hydraulic equipment after new installations or repairs.

INDUSTRIAL MAINTENANCE

Suggested Curriculum By Quarters

			Hours Per Week	Quarter	
			Class	Hours Credit	
			Lab.		
FIRST QUARTER					
ELC	1112	Direct and Alternating Currents	5	12	9
ENG	1101	Reading Improvement	2	0	2
MAT	1101	Fundamentals of Mathematics	5	0	5
DFT	1104	Blueprint Reading: Mechanical	0	3	1
WLD	1104	Basic Welding and Cutting	2	3	3
			—	—	—
			14	18	20
SECOND QUARTER					
ELC	1113	Alternating Current and Direct Current Machines and Controls	5	12	9
ENG	1102	Communication Skills	3	0	3
MAT	1115	Electrical Mathematics	5	0	5
MEC	1140	Hydraulics—Fundamentals	3	0	3
			—	—	—
			16	12	20
THIRD QUARTER					
MEC	1101	Machine Shop Theory and Practice	3	12	7
DFT	1113	Blueprint Reading: Electrical	0	3	1
MEC	1133	Electrical and Mechanical Maintenance	3	6	5
PSY	1101	Human Relations	3	0	3
			—	—	—
			9	21	16
FOURTH QUARTER					
MEC	1102	Machine Shop Theory and Practice	3	12	7
MEC	1134	Electrical and Mechanical Maintenance	4	6	6
BUS	1105	Industrial Organization	3	0	3
			—	—	—
			10	18	16

PRACTICAL NURSE EDUCATION

The accelerated growth of population in North Carolina and rapid advancement in medical technology demand an increased number of well-trained personnel for health services. Realizing this need, the State Department of Community Colleges, in conjunction with local hospitals, administers programs of practical nurse education in local systems, community colleges, technical institutes and in industrial education centers throughout the state.

The aim of the Practical Nurse Education Program is to make available to qualified persons the opportunity to prepare for participation in care of patients of all ages, in various states of dependency, and with a variety of illness conditions.

Students are selected on the basis of demonstrated aptitude for nursing as determined by pre-entrance tests, interviews with faculty members, high school record, character references, and reports of medical and dental examination.

Throughout the one-year program the student is expected to grow continuously in acquisition of knowledge and understandings related to nursing, the biological sciences, the social sciences and in skills related to nursing practice, communications, interpersonal relations, and use of good judgment. Evaluation of student performance consists of tests on all phases of course content, evaluation of clinical performance, and evaluation of adjustment to the responsibilities of nursing. A passing score is required on all graded work, plus demonstrated progress in application of nursing skills to actual patient care.

Graduates of accredited programs of practical nurse education are eligible to take the licensing examination given by the North Carolina Board of Nursing. This examination is given twice each year, usually in April and September. A passing score entitles the individual to receive a license and to use a legal title "Licensed Practical Nurse." The license must be renewed annually. The Licensed Practical Nurse can apply for licensure in other states on the basis of a satisfactory examination score, without repeating the examination.

The LPN is prepared to function in a variety of situations: hospitals of all types, nursing homes, clinics, doctors' and dentists' offices and, in some localities, public health facilities. In all situations the LPN functions under supervision of a registered nurse and/or licensed physician. This supervision may be minimal in situations where the patient's condition is stable and not complex; or it may consist of continuous direction in situations requiring the knowledge and skills of the registered nurse or physician. In the latter situation, the LPN may function in an assisting role in order to avoid assuming responsibility beyond that for which the one-year program can prepare the individual.

Job requirements for the Licensed Practical Nurse include suitable personal characteristics, ability to adapt knowledge and understandings of nursing principles to a variety of situations, technical skills for performance

of bedside nursing, appreciation for differences of people and for the worth of every individual, a desire to serve and help others, and readiness to conform to the requirements of nursing ethics and hospital policies.

Curriculum By Quarters

	Hours Class	Per Lab.	Week Clinic	Quarter Hours Credit
FIRST QUARTER Practical Nursing I	18	2	3	20
SECOND QUARTER Practical Nursing II	12	2	21	20
THIRD QUARTER Practical Nursing III	10	2	24	19
FOURTH QUARTER Practical Nursing IV	10	2	24	19





CONTINUING EDUCATION

OBJECTIVES

Education is a process that continues throughout an individual's life. The recent rapid developments in technology have made it imperative that individuals make purposeful plans in order that they might keep abreast of these developments both in the societal and physical changes that have taken place. It is the Institute's aim to afford the individual the opportunity to develop to his fullest potential in whatever areas of vocational and cultural levels that he desires. In this way, the Institute helps to build a more functional person which our rapidly changing democratic society demands if our society is to preserve those things important and change those things that need changing.

The Institute offers to any adult the opportunity to continue his education regardless of his background, be he an illiterate or a Ph.D. One individual might like to take a course in Conversational German, Creative Thinking, or Modern Math; another individual might wish to learn to read and write the English language; and still another might wish to improve his job skills in electronics, auto mechanics, or nursing. The Division of Continuing Education stands ready to help you pursue all of these things, and the many others implied here.

GENERAL INFORMATION

ADMISSION

Any adult who has reached the age of eighteen (18) and is not enrolled in public school is eligible to enroll.

CLASS LOCATIONS

A number of adult classes are held on the Institute campus. Classes are also conducted in any community of the Montgomery Technical Institute service area whenever a sufficient number of students have indicated an interest.

FEES

A small fee is charged for certain adult education classes. Such fees, when charged, are due and payable at the first class session. Books and

supplies are available through the Institute bookstore. When classes meet at community centers, the Institute's bookstore makes it possible for books to be purchased at the community center.

ATTENDANCE

Adults are expected to attend classes regularly. Attendance records are maintained by class teachers.

CERTIFICATES AND DIPLOMAS

Certificates are awarded students meeting requirements for any of the classes and programs for adults. Adult Education High School Diplomas are awarded to adults satisfactorily completing requirements in the High School Program. These diplomas are presented by the local school board of the county or city in which the student resides.

AREAS OF STUDY

PERSONAL INTEREST

In this area, the Institute offers the individual an opportunity to attain skills for personal use and general education to broaden the individual culturally. Classes are begun at any time we have twelve (12) or more individuals registered for a course. Some of the courses available are listed below. Remember, this is only a partial listing. The Division of Continuing Education will offer any course, except social entertainment, provided there is sufficient registration.

- | | |
|--------------------|---------------------------------|
| 1. Art | 6. Decoupage |
| 2. Speed Reading | 7. Interior Decorating |
| 3. ABC Stenocript | 8. Furniture Refinishing |
| 4. Sewing | 9. Bricklaying for the Handyman |
| 5. Great Decisions | |

ADULT BASIC EDUCATION

Teaching the skills of communication to any under-educated individual 18 and over is the major purpose of Adult Basic Education. These skills are not meaningful in isolation, so that, materials used in Adult Basic Education classes are designed especially for adults in terms of subject matter that has adult interests in mind. For example, family budgeting is used to teach addition, subtraction, multiplication, division, computation with fractions and reading.

There is no registration fee and no charge for materials for Adult Basic Education. The only cost to the student is his time.

Classes meet in the local communities two nights a week for 2½ hours a night, usually in school buildings.

Instruction is individualized. The teacher and student determine where the student is and where he wants to go. Instruction proceeds on that basis.

OBJECTIVES OF ADULT BASIC EDUCATION

1. To teach the basic skills of communication and computation to the under-educated individuals age eighteen (18) and over.
2. To increase the social and political competence of the under-educated adults in our service area by teaching the basic concepts of home management, hygiene, political thought, social concern, and individual responsibility within a democratic society.
3. To coordinate the Adult Basic Education with the High School Diploma Program and ultimately with the other curriculum and extension offerings of the Institute in an effort to increase the employability of many under-educated adults.
4. To teach courses and gear curricula with the individual student's needs in mind.
5. To educate the people to the concept of continuing education as a way of life.

SCHEDULE OF OFFERINGS IN ADULT BASIC EDUCATION

Level I (Adult Basic Education) is intended for the individual who has great difficulty in reading and writing. Arithmetic is also taught at this level.

Level II (Adult Basic Education) is intended for the more advanced reader who has still not achieved an eighth grade reading ability. Much emphasis is placed on arithmetic and the social living skills at this level.

PROGRAMMED LEARNING CENTER

The Programmed Learning Center consists of self-teaching materials in subjects ranging from fifth grade through high school. Some self-teaching college level courses are also offered. All courses and programs are without costs to students.

The Learning Center has four essential functions.

First, to assist students toward high school completion, either through a diploma program or through a series of courses oriented toward passing the North Carolina State High School Equivalency Examination.

Second, to prepare high school graduates for entrance into higher learning.

Third, to offer a vast variety of courses to persons interested in personal improvement.

Fourth, to serve as a medium for remedial course work for students enrolled in the Institute's regular curriculum.

A special feature of the Learning Center is the Adult High School Diploma Program. This is a unique curriculum of self-teaching materials

in English, Social Studies, Science, Mathematics, and Literature. Special arrangements exist between Montgomery Technical Institute and the Montgomery County School System for the purpose of awarding high school diplomas to students who meet requirements for graduation. Course work is completed in the Learning Center; the diploma is awarded by the school system of the county or city in which the student lives.

Requirements for enrollment in the Programmed Learning Center are that an applicant must be eighteen (18) years of age or older and not enrolled in public school. Applicants for the Adult High School Diploma Program must be twenty-one (21) or older. Or, if between 18 and 21, an applicant must have a letter of consent from the local Superintendent of Schools.

OCCUPATIONAL EDUCATION SERVICES

GENERAL VOCATIONAL EDUCATION SERVICES

Vocational training classes conducted by the Division of Continuing Education are developed to fit the specific occupational needs of employees in industry and business and to provide training of an upgrading or updating nature. Because of the flexibility of these programs, courses are tailored to meet specific group needs. New programs are initiated as the need is indicated by surveys, interviews, and sufficient enrollments in specific programs. Some examples of these programs are:

- Blueprint Reading for all Trades
- Mathematics for Machinists
- Basic Chemistry for Textile Dyeing
- Sliderule
- Automotive Electrical Systems
- Basic Electricity
- Electronics
- Electrical Trouble-Shooting for Heating and Refrigeration

The Division will design in-plant programs to improve and enhance employee skills upon request. Such requests are welcomed and solicited. In an attempt to meet the more specialized needs of businesses and public institutions, the Division offers the following special programs.

SUPERVISORY DEVELOPMENT TRAINING

This program is designed to provide instruction for supervisors at various levels of management. Subjects include such areas as human relations, communications, job methods, job analysis, time and motion studies, etc.

FIRE SERVICE TRAINING

The growing Piedmont area of North Carolina requires expansion of fire-fighting units and continuous upgrading of fire-fighting personnel. Courses to train fire service personnel in the latest techniques and methods of fire-fighting are provided. The Fire Service Training Program provides training sessions in local fire departments. This allows the men to be trained as an

organized group utilizing equipment that they would ordinarily use in controlling fires.

Fire Service classes include the following areas of study:

- Forcible Entry
- Rope Practices
- Portable Fire Extinguishers
- Ladder Practices
- Salvage and Overhaul Practices
- Fire Stream Practices
- Fire Apparatus Practices
- Ventilation
- Rescue Practices
- Protective Breathing Equipment
- Fire-fighting Procedures

HOSPITALITY EDUCATION

The hospitality industry is the third largest industry in North Carolina and affords many employment opportunities to the people of this state. Training is provided for personnel in the motel, restaurant, service station, hospital, retail businesses and recreation services, including such subject areas as:

- Sales Promotion
- Food and Beverage Management and Service
- Maintenance and Engineering
- Front Office Procedure
- Service Station Attendant Training

LAW ENFORCEMENT TRAINING

Leaders in law enforcement have felt the need for more nearly uniform training for many years. This program is designed to meet that need in such a way that departments of all sizes can participate. Most such training will be coordinated by the Tri-County Law Enforcement Academy (our Advisory Committee). Course offerings include: a 60-hour basic Law Enforcement course designed for small departments; a 120-hour basic course for larger departments; and many other specialized courses in the law enforcement technology.

DISTRIBUTIVE OCCUPATIONAL EDUCATION

A continuing need for better trained retail and wholesale personnel is another area in which the Division offers opportunity for training. Some of the subject areas are:

- Business Management
- Marketing Research
- Shop-lifting Prevention
- Customer Relations

BRIEF COURSE DESCRIPTIONS

COURSES IN TECHNICAL AND TRADE PROGRAMS

TECHNICAL

Business Administration

Secretarial Science—Executive

Secretarial Science—Medical

TRADE

Electrical Installation and Maintenance

Industrial Maintenance

Practical Nurse Education

COURSE DESCRIPTIONS

T-BUS 101 Introduction to Business

Designed to aid the student in the improvement of self-expression in grammar. The approach is functional with emphasis on grammar, diction, sentence structure, punctuation, and spelling. Intended to stimulate students in applying the basic principles of English grammar in their day-to-day situations in industry and social life.

Prerequisite: None.

T-BUS 102 Typewriting

Introduction to the touch typewriting system with emphasis on correct techniques, mastery of the keyboard, simple business correspondence, tabulation, and manuscripts.

Prerequisite: None.

T-BUS 103 Typewriting

Instruction emphasizes the development of speed and accuracy with further mastery of correct typewriting techniques. These skills and techniques are applied in tabulation, manuscript, correspondence, and business forms.

Prerequisite: T-BUS 102 or the equivalent. Speed requirement, 30 words per minute for five minutes.

T-BUS 104 Typewriting

Emphasis on production typing problems and speed building. Attention to the development of the student's ability to function as an expert typist, producing mailable copies. The production units are tabulation, manuscript, correspondence, and business forms.

Prerequisite: T-BUS 103 or the equivalent. Speed requirement, 40 words per minute for five minutes.

T-BUS 106 Shorthand

A beginning course in the theory and practice of reading and writing shorthand. Emphasis on phonetics, penmanship, word families, brief forms, and phrases.

Prerequisite: None.

T-BUS 107 Shorthand

Continued study of theory with greater emphasis on dictation and elementary transcription.

Prerequisite: T-BUS 106 or the equivalent.

T-BUS 108 Shorthand

Theory and speed building. Introduction to office style dictation. Emphasis on development of speed in dictation and accuracy in transcription.

Prerequisite: T-BUS 107.

T-BUS 110 Office Machines

A general survey of the business and office machines. Students will receive training in techniques, processes, operation and application of the ten-key adding machines, full keyboard adding machines, and calculator.

Prerequisite: None.

T-BUS 112 Filing

Fundamentals of indexing and filing, combining theory and practice by the use of miniature letters, filing boxes and guides. Alphabetic, Triple Check, Automatic, Geographic, Subject, Soundex, and Dewey Decimal filing.

Prerequisite: None.

T-BUS 115 Business Law

A general course designed to acquaint the student with certain fundamentals and principles of business law, including contracts, negotiable instruments, and agencies.

Prerequisite: None.

T-BUS 116 Business Law

Includes the study of laws pertaining to bailments, sales, risk-bearing, partnership-corporation, mortgages, and property rights.

Prerequisite: T-BUS 115.

T-BUS 120 Accounting

Principles, techniques and tools of accounting, for understanding of the mechanics of accounting. Collecting, summarizing, analyzing, and reporting information about service and mercantile enterprises, to include practical application of the principles learned.

Prerequisite: T-MAT 110.

T-BUS 121 Accounting

Partnership and corporation accounting including a study of payrolls, federal and state taxes. Emphasis is placed on the recording, summarizing and interpreting data for management control rather than on bookkeeping skills. Accounting services are shown as they contribute to the recognition and solution of management problems.

Prerequisite: T-BUS 120.

T-BUS 123 Business Finance

Financing of business units, as individuals, partnerships, corporations, and trusts. A detailed study is made of short-term, long-term, and consumer financing.

Prerequisite: None.

T-BUS 124 Business Finance

Financing, federal, state, and local government and the ensuing effects upon the economy. Factors affecting supply of funds, monetary and credit policies.

Prerequisite: T-BUS 123.

T-BUS 183M Terminology and Vocabulary (Medical)

To develop an understanding of the terminology and vocabulary appropriate to the course of study, as it is used in business, technical, and professional offices.

Prerequisite: T-BUS 107.

T-BUS 205 Advanced Typewriting

Emphasis is placed on the development of individual production rates. The student learns the techniques needed in planning and in typing projects that closely approximate the work appropriate to the field of study. These projects include review of letter forms, methods of duplication, statistical tabulation, and the typing of reports, manuscripts and legal documents.

Prerequisite: T-BUS 104. Speed requirement, 50 words per minute for five minutes.

T-BUS 206E Dictation and Transcription (Executive)

Develops the skill of taking dictation and of transcribing at the typewriter materials appropriate to the course of study, which includes a review of the theory and the dictation of familiar and unfamiliar material at varying rates of speed. Minimum dictation rate of 100 words per minute required for five minutes on new material.

Prerequisite: T-BUS 108.

T-BUS 206M Dictation and Transcription (Medical)

Develops the skill of taking dictation and of transcribing at the typewriter materials appropriate to the course of study, which includes a review of the theory and dictation of familiar and unfamiliar material at varying rates of speed. Minimum dictation rate of 100 words per minute required for five minutes on new material.

Prerequisite: T-BUS 108.

T-BUS 207E Dictation and Transcription (Executive)

Covering materials appropriate to the course of study, the student develops the accuracy, speed, and vocabulary that will enable her to meet the stenographic requirements of business and professional offices. Minimum dictation rate of 110 words per minute required for five minutes on new material.

Prerequisite: T-BUS 206.

T-BUS 207M Dictation and Transcription (Medical)

Covering materials appropriate to the course of study, the student develops the accuracy, speed, and vocabulary that will enable her to meet the stenographic requirements of business and professional offices. Minimum dictation rate of 110 words per minute required for five minutes on new material.

Prerequisite: T-BUS 206M.

T-BUS 208E Dictation and Transcription (Executive)

Principally a speed building course, covering materials appropriate to the course of study, with emphasis on speed as well as accuracy. Minimum dictation rate of 120 words per minute required for five minutes on new material.

Prerequisite: T-BUS 207.

T-BUS 208M Dictation and Transcription (Medical)

Principally a speed building course, covering materials appropriate to the course of study, with emphasis on speed as well as accuracy. Minimum dictation rate of 120 words per minute required for five minutes on new material.

Prerequisite: T-BUS 207.

T-BUS 211 Office Machines

Instructions in the operation of the bookkeeping-accounting machines, duplicating equipment, and the dictating and transcribing machines.

Prerequisite: T-BUS 110.

T-BUS 214 Secretarial Procedures

Designed to acquaint the student with the responsibilities encountered by a secretary during the work day. These include the following: receptionist duties, handling the mail, telephone techniques, travel information, telegrams, office records, purchasing of supplies, office organization, and insurance claims.

Prerequisite: None.

T-BUS 229 Taxes

Application of federal and state taxes to various businesses and business conditions. A study of the following taxes: income, payroll, intangible, capital gain, sales and use, excise, and inheritance.

Prerequisite: T-BUS 121.

T-BUS 232 Sales Development

A study of retail, wholesale and specialty selling. Emphasis is placed upon mastering and applying the fundamentals of selling. Preparation for and execution of sales demonstrations required.

Prerequisite: None.

T-BUS 235 Business Management

Principles of business management including overview of major functions of management, such as planning, staffing, controlling, directing, and financing. Clarification of the decision-making function versus the operating function. Role of management in business—qualifications and requirements.

Prerequisite: None.

T-BUS 239 Marketing

A general survey of the field of marketing, with a detailed study of the functions, policies, and institutions involved in the marketing process.

Prerequisite: None.

T-BUS 243 Advertising

The role of advertising in a free economy and its place in the media of mass

communications. A study of advertising appeals; product and market research; selection of media; means of testing effectiveness of advertising. Theory and practice of writing advertising copy for various media.

Prerequisite: None.

T-BUS 271 Office Management

Presents the fundamental principles of office management. Emphasis on the role of office management including its functions, office automation, planning, controlling, organizing and actuating office problems.

Prerequisite: None.

T-BUS 272 Principles of Supervision

Introduces the basic responsibilities and duties of the supervisor and his relationship to superiors, subordinates, and associates. Emphasis on securing an effective work force and the role of the supervisor. Methods of supervision are stressed.

Prerequisite: None.

T-BUS 284M Terminology and Vocabulary

Greater emphasis on an understanding of the terminology and vocabulary appropriate to the course of study, as it is used in business, technical, and professional offices.

Prerequisite: T-BUS 183M.

BUS 1103 Small Business Operations

An introduction to the business world, problems of small business operation, basic business law, business forms and records, financial problems, ordering and inventorying, layout of equipment and offices, methods of improving business, and employer-employee relations.

Prerequisite: None.

Bus 1105 Industrial Organizations

Methods, techniques, and practices of modern management in planning, organizing and controlling operations of a manufacturing concern. Introduction to the competitive system and the factors constituting product cost.

Prerequisite: None.

DFT 1104 Blueprint Reading: Mechanical

Interpretation and reading of blueprints. Information on the basic principles of the blueprint; lines, views, dimensioning procedures and notes.

Prerequisite: None.

DFT 1110 Blueprint Reading: Building Trades

Principles of interpreting blueprints and trade specifications common to the building trades. Development of proficiency in making three view and pictorial sketches.

Prerequisite: None.

DFT 1113 Blueprint Reading: Electrical

Interpretation of schematics, diagrams and blueprints applicable to electrical installations with emphasis on electrical plans for domestic and commercial buildings. Sketching schematics, diagrams, and electrical plans for electrical installations using appropriate symbols and notes according to the applicable codes will be a part of this course.

Prerequisite: DFT 1110.

T-ECO 102 Economics

The fundamental principles of economics including the institutions and practices by which people gain a livelihood. Included is a study of the laws of supply and demand and the principles bearing upon production, exchange, distribution, and consumption both in relation to the individual enterprise and to society at large.

Prerequisite: None.

T-ECO 104 Economics

Greater depth in principles of economics, including a penetration into the composition and pricing of national output, distribution of income, international trade and finance, and current economic problems.

Prerequisite: T-ECO 102.

T-EDP 104 Introduction to Data Processing Systems

Fundamental concepts and operational principles of data processing systems, as an aid in developing a basic knowledge of computers, prerequisite to the detail study of particular computer problems. This course is a prerequisite for all programming courses.

Prerequisite: None.

ELC 1112 Direct and Alternating Current

A study of the electrical structure of matter and electron theory, the relationship between voltage, current, and resistance in series, parallel, and series-parallel circuits. An analysis of direct current circuits by Ohm's Law and Kirchhoff's Law. A study of the sources of direct current voltage potentials. Fundamental concepts of alternating current flow, reactance, impedance, phase angle, power, and resonance. Analysis of alternating current circuits.

Prerequisite: None.

ELC 1113 Alternating Current and Direct Current Machines and Controls

Provides fundamental concepts in single and polyphase alternating current circuits, voltages, currents, power measurements, transformers, and motors. Instruction in the use of electrical test instruments in circuit analysis. The basic concepts of AC and DC machines and simple system controls. An introduction to the type control used in small appliances such as: Thermostats, times, or sequencing switches.

Prerequisites: ELC 1112, MAT 1115.

ELC 1124 Residential Wiring

Provides instruction and application in the fundamentals of blueprint reading, planning, layout, and installation of wiring in residential applications, such as: services, switchboards, lighting, fusing, wire sizes, branch circuits, conduits, National Electrical Code regulations in actual building mock-ups.

Prerequisites: ELC 1113, DFT 1110.

ELC 1125 Commercial and Industrial Wiring

Layout, planning and installation of wiring systems in commercial and industrial complexes, with emphasis upon blueprint reading and symbols, the related National Electrical Codes, and the application of the fundamentals to practical experience in wiring, conduit preparation, and installation of simple systems.

Prerequisites: ELN 1118, ELC 1124.

ELN 1118 Industrial Electronics

Basic theory, operating characteristics, and application of vacuum tubes such as: diodes, triodes, tetrodes, pentodes, and gaseous control tubes. An introduction to amplifiers using triodes, power supplies using diodes and other basic applications.

Prerequisite: ELC 1113.

ELN 1119 Industrial Electronics

Basic industrial electronics systems such as: motor controls, alarm systems, heating systems and controls, magnetic amplifier controls, welding control systems using thyatron tubes, and other basic types of systems, commonly found in most industries.

Prerequisite: ELN 1118.

T-ENG 101 Grammar

Designed to aid the student in the improvement of self-expression in grammar. The approach is functional with emphasis on grammar, diction, sentence structure, punctuation, and spelling. Intended to stimulate students in applying the basic principles of English grammar in their day-to-day situations in industry and social life.

Prerequisite: None.

T-ENG 102 Composition

Designed to aid the student in the improvement of self-expression in business and technical composition. Emphasis is on the sentence, paragraph, and whole composition.

Prerequisite: T-ENG 101.

T-ENG 103 Report Writing

The fundamentals of English are utilized as a background for the organization and techniques of modern report writing. Exercises in developing typical reports,

using writing techniques and graphic devices are completed by the students. Practical application in the preparation of a full-length report is required of each student at the end of the term. This report must have to do with something in his chosen curriculum.

Prerequisite: T-ENG 102.

T-ENG 204 Oral Communication

A study of basic concepts and principles of oral communications to enable the student to communicate with others. Emphasis is placed on the speaker's attitude, improving diction, voice, and the application of particular techniques of theory to correct speaking habits and to produce effective oral presentation. Particular attention given to conducting meetings, conferences, and interviews.

Prerequisite: T-ENG 101.

T-ENG 206 Business Communication

Develops skills in techniques in writing business communications. Emphasis is placed on writing action—getting sales letters and prospectuses. Business reports, summaries of business conferences, letters involving credit, collections, adjustments, complaints, orders, acknowledgements, remittances, and inquiry.

Prerequisite: T-ENG 102.

ENG 1101 Reading Improvement

Designed to improve the student's ability to read rapidly and accurately. Special machines are used for class drill to broaden the span of recognition, to increase eye coordination and word group recognition and to train for comprehension in larger units.

Prerequisite: None.

ENG 1102 Communication Skills

Designed to promote effective communication through correct language usage in speaking and writing.

Prerequisite: ENG 1101.

T-MAT 110 Business Mathematics

This course stresses the fundamental operations and their application to business problems. Topics covered include payrolls, price marking, interest and discount, commission, taxes, and pertinent uses of mathematics in the field of business.

Prerequisite: None.

MAT 1101 Fundamentals of Mathematics

Practical number theory. Analysis of basic operations: addition, subtraction, multiplication and division. Fractions, decimals, powers and roots, percentages, ratio and proportion. Plane and solid geometric figures used in industry; measurement of surfaces and volumes. Introduction to algebra used in trades. Practice in depth.

Prerequisite: None.

MAT 1115 Electrical Math

A study of fundamental concepts of algebra; basic operations of addition, subtraction, multiplication, and division; solution of first order equations, use of letters and signs, grouping, factoring, exponents, ratios, and proportions; solution of equations, algebraically and graphically; a study of logarithms and use of tables; an introduction to trigonometric functions and their application to right angles; and a study of vectors for use in alternating current.

Prerequisite: None.

MEC 1101 Machine Shop Theory and Practice

An introduction to the machinist trade and the potential it holds for craftsman. Deals primarily with the identification, care and use of basic hand tools and precision measuring instruments. Elementary lay-out procedures and processes of lathe, drill press, grinding (off-hand) and milling machines will be introduced both in theory and practice.

Prerequisite: None.

MEC 1102 Hydraulics—Fundamentals

This course is arranged to give the student a general knowledge of the basic components of hydraulic systems, as well as a general understanding of the basic laws and formulas used in simple hydraulic calculations. Course covers

such topics as the use of standard hydraulic symbols, pumps, control valves, control assemblies, actuators, and basic maintenance procedures.

Prerequisite: None.

MEC 1133 Electrical and Mechanical Maintenance

To acquaint the student with the basic fundamentals of installation, maintenance and repair of machines. Miscellaneous electrical, mechanical, hydraulic, pneumatic and lubrication devices are installed and maintained. Methods of rigging and machine installation including location, leveling and fastening are covered. The use of precision measuring tools and checking for accuracy, squareness and correct center line distances is stressed for pre-start inspection.

Prerequisites: DFT 1104, DFT 1113.

MEC 1134 Electrical and Mechanical Maintenance

A study is made of those parts of the electrical code which affect the work of the industrial maintenance electrician. Practical experience is provided in wiring, installing, and connecting the various types of services for lighting, heating and power installations. Training is provided in troubleshooting in the identification and testing of circuits, in making mechanical adjustments and related maintenance operations on various machines. Schematic diagrams showing the plan of operation for each system, electrical or mechanical, are used.

Prerequisite: MEC 1133.

MEC 1140 Hydraulics—Fundamentals

This course is arranged to give the student a general knowledge of the basic components of hydraulic systems, as well as a general understanding of the basic laws and formulas used in simple hydraulic calculations. Course covers such topics as the use of standard hydraulic symbols, pumps, control valves, control assemblies, actuators and basic maintenance procedures.

Prerequisite: None.

PHY 1101 Applied Science

An introduction to physical principles and their application in industry. Topics in this course include measurement; properties of solids, liquids, and gases; basic electrical principles.

Prerequisite: None.

PHY 1102 Applied Science

The second in a series of two courses of applied physical principles. Topics introduced in this course are heat and thermometry, and principles of force, motion, work, energy, and power.

Prerequisite: PHY 1101.

PSY 1101 Human Relations

A study of basic principles of human behavior. The problems of the individual are studied in relation to society, group membership, and relationships within the work situation.

Prerequisite: None.

WLD 1104 Basic Welding and Cutting

Welding demonstrations by the instructor and practice by students in the welding shop. Safe and correct methods of assembling and operating the welding equipment. Practice will be given for surface welding; bronze welding, silver soldering, arc and gas-arc welding methods applicable to mechanical repair work.

Prerequisite: None.

PRACTICAL NURSE EDUCATION

Practical Nursing I

OBJECTIVES

To assist beginning students in practical nursing to acquire basic knowledge from nursing and from related areas of learning and to begin to develop the skills needed for safe and effective bedside care of patients whose health deviation has created a state of dependency in matters of daily living.

COURSE MATERIALS

Nursing—History; introduction to patient care.

Health—Personal, physical and mental; family; community.

Basic Science—Body structure and function; bacteriology, basic nutrition.

Vocational Adjustments—Introduction to ethics and legal aspects of nursing.

Communications and Human Relations.

Classroom activities are planned to assist students in development of knowledge, understanding, appreciations, and attitudes basic to effective nursing of patients of all ages and backgrounds with nursing needs arising both from the individuality of the patient and from inability for self-care as a result of a health deviation. The student is encouraged to develop beginning skills in analysis of patient needs, both through classroom study of hypothetical patient situations and through planned patient experiences in the clinical environment. Beginning skills in nursing methods are developed through planned laboratory experiences, followed by related practice in actual patient care.

Clinical activities provide introduction to actual patient care through selected clinical assignments requiring application of current classroom and laboratory learnings.

Prerequisite: Admission requirements.

Practical Nursing II

OBJECTIVES

To assist practical nursing students to acquire further knowledge and understanding and to develop further skills needed for rendering safe and effective nursing care to patients of all ages.

COURSE MATERIAL

Medical-Surgical Nursing—Patient care; therapeutic methods, including administration of oral medication.

Introduction to maternity nursing.

Care of the maternity patient and newborn infant with complication.

Introduction to Nursing the Sick Child.

Care of the sick child with common illness.

Communications and Human Relations.

Classroom activities center around analysis of nursing needs as viewed in perspective with the needs arising from the individuality of the patient and from the illness condition. Related information is presented as it is relevant to the student's understanding of and ability to meet nursing needs of patients.

Clinical activities provide selected experiences in patient care in order for the student to develop skill in applying classroom learnings to a variety of patient situations.

Prerequisite: Practical Nursing I.

Practical Nursing III

OBJECTIVES

To assist practical nursing students to acquire knowledge of common disease conditions and to develop beginning skills in rendering safe and effective nursing care to patients of all ages with specific needs arising from the illness and/or therapy.

COURSE MATERIAL

Common Medical-Surgical Conditions.

Needs of Patients with Long-Term Illness.

Care of the Subacutely-Ill Child.

Needs of Patients with Communicable Diseases.

Classroom activities center around analysis of nursing needs arising from the specific illness condition and the medical plan.

Clinical activities consist of guided experiences in nursing patient with conditions which illustrate classroom learnings.

Prerequisite: Practical Nursing II.

Practical Nursing IV

OBJECTIVES

To assist advanced practical nursing students to acquire knowledge of needs of patients who are seriously ill, to develop beginning skills in assisting the registered nurse and/or physician in complex nursing situations, and to make the transition to the role of graduate practical nurse.

COURSE MATERIAL

Needs of the Seriously-Ill Patient.

Needs of Patients in Immediate Post-Operative Period.

Needs of the Labor Patient.

Needs of the Seriously-Ill Child.

Assuming the Role of Graduate Practical Nurse.

Classroom activities center around the needs of seriously-ill patients of all ages, of labor patients, and of patients immediately following surgery.

Clinical activities consist of guided experiences in the care of seriously-ill patients, labor patients, and surgery patients, and is planned to parallel classroom learnings whenever possible.

Prerequisite: Practical Nursing III.

